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PROCESSING OUT PROCEDURES

CONTENTS

	Page
GENERAL	
SCOPE	
DEFINITION	
RESPONSIBILITIES	
PROCEDURES	
SPECIAL PERSONNEL SERVICE	
SETTLEMENT OF ACCOUNTS	
SPECIAL PROVISIONS	

1. GENERAL

This handbook prescribes processing out procedures for departing Agency personnel to provide for the proper accountability of all Government-owned property in their custody, and to insure that such personnel are informed of any accrued benefits incident to their status as Government employees upon the termination of their services.

2. SCOPE

These procedures are applicable to terminations of staff employees, staff agents, and detailed military personnel by reason of resignation, dismissal or transfer to another Government department or agency and for leave without pay, maternity leave, and military service, provided the absence involved exceeds thirty (30) days. Adaptation of these procedures are also applicable for individuals converting to another employee status (see paragraph 8).

3. DEFINITION

For the purpose of this handbook, the word "property" means any Government-owned or expendable equipment, classified and unclassified documents and publications (including library books) which are charged to the custody of an [illegible]

Approved For Release : CIA-RDP61-00274A000200020003-1

Approved For Release : CIA-RDP61-00274A000200020003-1

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and all Government funds which have been advanced to an individual by the Agency for any official purposes and which have not been accounted for. The individual's certification of non-indebtedness on Form No. 21, Final Payment Clearance Sheet, is construed to cover indebtedness as pertaining to accountability for "property" as defined herein. Credit Union loans must be repaid but are not deemed to be "official" funds subject to the collection procedure enumerated in paragraph 7a.

4. [redacted] RESPONSIBILITIES

a. The component to which the individual is attached has the responsibility for the processing out procedures prescribed in this handbook. This component is obligated to insure that all necessary clearances are obtained and that the necessary interviews are arranged. If cover or security considerations prohibit the normal processing out procedures from being followed, it is the responsibility of the component to work out procedures with the interested offices which will insure that the clearances are obtained prior to the effective date of the separation.

b. The Office of the Comptroller is responsible for effecting the final settlement of the individual's obligations. Therefore, the component will insure that the Form No. 21, Final Payment Clearance Sheet, is completed to indicate the clearance or indebtedness from each of the appropriate offices of record before sending this form to the Office of the Comptroller. The Office of the Comptroller will withhold final payment pending satisfactory settlement of Agency claims against the individual.

c. Other Agency components, referred to herein as offices of record, are responsible for issuing clearance of indebtedness for property within

Approved For Release : CIA-RDP61-00274A000200020003-1

Approved For Release : CIA-RDP61-00274A000200020003-1

their jurisdiction. It is the responsibility of each office of record to maintain current records to insure that a valid statement concerning a departing individual's indebtedness to the Agency may be given promptly.

5. [redacted]

a. [redacted] CONTACTS

Two weeks* before an individual's intended departure, the administrative or personnel officer of an employing component shall proceed as follows:

Step One

Initiate OP-52, Request for Personnel Action

Step Two

Instruct the supervisor of the departing individual to prepare a final Fitness Report, Form No. 45.

Step Three

Execute Form No. 21 and by telephone request a clearance for the individual from all offices of record concerned. If time permits, ask that this clearance be given by telephone within twenty-four hours; otherwise, request an immediate clearance. Note: All clearances will be obtained by telephone except that the individual must be scheduled for personal interviews with the Office of Security, Personnel and the Comptroller. These interviews should be scheduled so that the one with the Office of the Comptroller is last in point of time.

Step Four

When a telephone clearance is received, indicate on the Form No. 21 of the office of record involved, the name of the person issuing the [redacted] clearance. Processing out can be completed on shorter notice.

Approved For Release : CIA-RDP61-00274A000200020003-1

Approved For Release : CIA-RDP61-00274A000200020003-1

clearance. If property or funds are due a component by the departing individual, advise the individual of his obligation and the fact that the Office of the Comptroller will not effect final settlement until the obligation is satisfied. Direct the individual to the proper official within this component for settlement of the obligation by a personal interview if the individual does not acknowledge the obligation or if a personal interview is required to effect settlement. The individual should carry the Form No. 21 with him to obtain the signature of the proper official of the component signing the clearance.

Step Five

Instruct all officers within the employing component who are responsible for component property (as differentiated from property charged to the individual) to recover such property or to put an accounting therefor in order that necessary record adjustments can be effected. Files or classified documents charged to or in the custody of the individual will be returned to the custody of the employing component and the individual will return all registered documents to the appropriate control unit.

Step Six

Make a final check to insure that all passports, cover documentation, ID cards, parking permits, drivers' licenses, building pass and similar documents have been returned to the appropriate component.

Step Seven

After all clearances have been obtained on Form No. 21, have the individual execute the certification on the lower portion of this form and direct him to his final appointment with the Office of the Comptroller.

Approved For Release : CIA-RDP61-00274A000200020003-1

Approved For Release : CIA-RDP61-00274A000200020003-1

b. OFFICE OF RECORD

Telephone clearances will be furnished the requesting employing component of a departing individual normally within twenty-four hours although an earlier clearance may be necessary in some cases. If an outstanding obligation exists, the individual should be given a personal interview to adjust this matter. If settlement is not effected, notify the Office of the Comptroller of this obligation and also the Office of Logistics if the indebtedness is due to non-expendable equipment for which the individual cannot account. Strike the words "cleared by" in the column opposite the name of your component on Form No. 31 and write thereon: "Indebtedness reported to Comptroller and Logistics" (as appropriate) and sign. This notice of indebtedness to the Offices of the Comptroller and Logistics (if applicable) may be done initially by telephone, but must be followed up promptly by a confirming memorandum explaining the reason for the indebtedness and describing any property involved.

c. SPECIAL PERSONNEL SERVICES

Arrangements must be made for an interview by the Office of Personnel for all true separation cases. At this interview, the departing individual will be briefed on all accrued benefits and rights incident to his status as a Government employee including but not limited to: Civil Service Retirement matters, Federal Employees' Group Life Insurance benefits, out-placement services (if applicable); and it will obtain the necessary information to complete Form 371, Report of Separation.

Approved For Release : CIA-RDP61-00274A000200020003-1

Approved For Release : CIA-RDP61-00274A000200020003-1

5. SETTLEMENT OF ACCOUNTS

a. OFFICE OF COMPTROLLER

The departing individual will carry the completed Form No. 21 to his interviewer in the Office of the Comptroller. This Office will have been notified of any outstanding official obligation by the component concerned but the list will also reflect those components in which the individual has not settled satisfactorily his obligations. If an indebtedness exists, arrangement will be made at this interview for its liquidation which may include an offset against any and all monies due the individual by the Agency such as salary, payments for accrued leave, travel and the like. Civil Service Retirement Fund credits may be utilized in the liquidation of an indebtedness when necessary.

b. CREDIT UNION

The Credit Union will make its own arrangements for the liquidation of an indebtedness on the part of a departing individual in accordance with its regulations and applicable laws.

6. SPECIAL PROVISIONS

a. STAFF AGENTS

The same officer responsible for each staff agent, with the assistance of the administrative or personnel officer in the employing component, will perform such of the functions described in paragraph 5 as are applicable in each case. Either a completed Form No. 21 or a memorandum stating that the individual is free of indebtedness to the Agency will be forwarded to the Office of the Comptroller prior to the final payment in each case.

Approved For Release : CIA-RDP61-00274A000200020003-1

Approved For Release : CIA-RDP61-00274A000200020003-1

b. CONTRACT PERSONNEL

The case officer responsible for the processing out of contract personnel should contact the Contract Personnel Division, Office of Personnel, for assistance in the processing out procedures.

c. SEPARATION OF OVERSEAS PERSONNEL

Upon receipt of notification from an overseas installation that an individual is departing from the Agency, the headquarters employing component will obtain from the Central Processing Branch, Office of Personnel, the clearances obtained during the processing out when the individual was departing for his PCS assignment overseas. The employing component will be responsible for notifying the field installation of any indebtedness which the departing individual may have with any of the offices of record as well as forwarding pertinent instructions, information, and forms which any of the offices of record may require. The Office of the Comptroller will not authorize final payment until a Form No. 21 and a certification from the field have been received indicating that the departing individual has satisfied all Agency claims against him.

d. MILITARY DETAILS

The Military Personnel Division will serve as the employing component and will perform all functions prescribed under paragraph 5a.

e. CONVERSIONS, STAFF AGENT TO STAFF EMPLOYEE

See paragraph 5a above.

f. CONVERSIONS, STAFF EMPLOYEE TO STAFF AGENT

Regular procedures as prescribed in this handbook are applicable.

Approved For Release : CIA-RDP61-00274A000200020003-1

Approved For Release : CIA-RDP61-00274A000200020003-1

g. INTER-COMPONENT TRANSFERS

The gaining component initiates Standard Form 52, Request for Personnel Action, and submits it for clearance to the losing component. The losing component will account for all component property as prescribed in Step Five under paragraph 5a. No other personal processing act is required.

h. TRANSFER BETWEEN VOUCHERED AND UNVOUCHERED FUNDS

See g above.

Approved For Release : CIA-RDP61-00274A000200020003-1